

Workplace Safety Checklist

A general workplace safety program covering hazards, PPE, training, emergencies and records.

Hazard Identification and Control

- ☐ Walk each work area and document physical, chemical and ergonomic hazards.
- ☐ Confirm a job hazard analysis exists for higher-risk tasks.
- ☐ Verify controls follow the hierarchy: eliminate, substitute, engineer, then PPE.
Treat PPE as the last line of defense, not the first.
- ☐ Check that reported hazards are logged and tracked to closure.
- ☐ Confirm machine guards, interlocks and barriers are in place and working.
- ☐ Review near-miss reports for trends and recurring risks.

PPE and Equipment

- ☐ Confirm a PPE hazard assessment has been completed and documented.
- ☐ Check the correct PPE is available, sized and worn for each task.
- ☐ Verify PPE is inspected, maintained and replaced when damaged.
- ☐ Confirm tools and equipment are inspected and removed from service when faulty.
Tag and isolate defective equipment so it cannot be used by mistake.
- ☐ Check that safety devices and guards have not been bypassed.

Training and Communication

- ☐ Confirm new hires receive safety orientation before starting work.
- ☐ Verify task-specific and refresher training is current and recorded.
- ☐ Check that safety data sheets are accessible to all employees.
- ☐ Confirm toolbox talks or safety meetings are held and documented.
- ☐ Verify employees know how to report hazards and incidents.

Signage and Housekeeping

- ☐ Check warning, mandatory and prohibition signs are posted and legible.
- ☐ Confirm exits, hazards and equipment are clearly labeled.
- ☐ Verify walkways and work areas are clear of clutter and trip hazards.
- ☐ Check spills are cleaned promptly and absorbents are available.
Keep aisles, exits and electrical panels unobstructed at all times.
- ☐ Confirm waste and chemicals are stored and disposed of correctly.

Emergency Preparedness

- ☐ Confirm the emergency action plan is documented and current.
- ☐ Check fire extinguishers, alarms and emergency lighting are working.
- ☐ Verify first aid kits are stocked and first aiders are trained.
- ☐ Confirm evacuation routes, exits and assembly points are clear and posted.
- ☐ Check that a recent drill has been carried out and logged.
- ☐ Review provisions for visitors, contractors and anyone needing evacuation assistance.

Recordkeeping and Review

- ☐ Confirm injury and illness records are maintained as required.
- ☐ Check that inspections and corrective actions are documented and dated.

- ☐ Verify training records are complete and up to date.
- ☐ Confirm equipment inspection and maintenance logs are kept.
- ☐ Review the program annually and after any incident or process change.
- ☐ Important: this is general guidance only and does not replace OSHA regulations, formal training or your employer's safety program; confirm requirements with a qualified person.